

25X1A

REGULATION  
NO. [REDACTED]

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PERSONNEL

PROMOTION

Rescissions: (1) CIA Regulation [REDACTED]  
(2) CIA Regulation [REDACTED]

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1. GENERAL

This Regulation states policies and procedures applicable to the promotion of employees (staff employees and staff agents) up to and including grade GS-15. It does not apply to promotions involving grades GS-16, 17 or 18, or to the promotion of employees compensated in accordance with Wage Board, CPC, or Negotiated Wage Schedules.

2. POLICY

The promotion of Agency employees will be based on consideration of their qualifications and demonstrated abilities in relation to Agency needs. Every effort will be made to fill newly created or vacant positions by the promotion or reassignment of qualified Agency employees before external recruitment is undertaken.

- a. Employees who have completed the minimum Agency experience requirements specified herein, will enter the zone of consideration for promotion and be considered for promotion at least once each year thereafter.

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- b. Promotions will be limited to one grade except where double-grade stages have been established as the normal progression within the grade range GS-5 through GS-11.

3. DEFINITION

"Heads of Career Services" as used herein refers to those officials who are so designated in Regulation [REDACTED]

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4. RESPONSIBILITIES

a. SUPERVISORS

Supervisors at all levels are responsible for considering the promotions of employees under their jurisdiction and for making recommendations to heads of Career Services, through normal command channels, concerning the promotion of such employees, according to the provisions of this Regulation.

b. HEADS OF CAREER SERVICES

- (1) Heads of Career Services are authorized to either recommend promotions to the Assistant Director for Personnel or to disapprove such recommendations and return them to the initiating activity. When disapproved, however, a copy of the proposed promotion action will be forwarded to the Assistant Director for Personnel for his information and retention in the official file of the individual. Appeals from unfavorable action by the heads of Career Services may be made by the chief of the initiating

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activity to the Senior Career Service Board of the component concerned (DD/I, DD/A, DD/P) or where no such Board exists, to the Assistant Director for Personnel.

- (2) The head of each Career Service or his duly appointed designee is responsible for insuring, in coordination with supervisors, that all employees of that Career Service are considered for promotion in accordance with the provisions of this Regulation.
- (3) The fact that a promotion action is recommended constitutes a certification by the head of the Career Service involved that the individual is considered to be the best qualified of those within the zone of consideration.

c. THE ASSISTANT DIRECTOR FOR PERSONNEL

The Assistant Director for Personnel is responsible for:

- (1) Insuring compliance with this Regulation by continuous evaluation of the Agency's promotion program,
- (2) Assisting officials at all levels in carrying out their responsibilities in accordance with this Regulation,
- (3) Reviewing all promotion requests and finally approving those promotion actions which conform to the provisions of this Regulation,

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(4) Recording and disseminating the qualification requirements of all Agency positions to be used as the basis for reviewing promotion requests.

5. PROMOTION REQUIREMENTS

a. AGENCY EXPERIENCE REQUIREMENTS

An employee will enter the zone of consideration for promotion when he has served in his current grade for the appropriate period as indicated below.

| <u>Current Grade</u> | <u>Months of CIA Experience</u> |
|----------------------|---------------------------------|
| GS-1 through 6       | 6                               |
| GS-7 through 11      | 12                              |
| GS-12 and 13         | 18                              |
| GS-14                | 24                              |

The Office of Personnel will furnish the head of each Career Service a monthly listing of all members of the Career Service who have entered the zone of consideration.

b. EXISTENCE OF A SUITABLE POSITION

Formal action requesting the Assistant Director for Personnel to promote an employee will be initiated only when a position of higher grade is available through:

- (1) The existence of a vacancy in an established T/O position,
- (2) The establishment of a new T/O position,
- (3) The reclassification of the employee's current position in recognition of an increase in his duties and responsibilities.

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c. QUALIFICATIONS AND DEMONSTRATED ABILITY

An employee must be fully qualified to perform the duties of the position to which his promotion is recommended. Promotions will be based on the employee's qualifications or demonstrated ability to perform work of a higher grade. When an employee is being considered for promotion to a position covered by a position standard published in Handbook [REDACTED] the qualification requirements contained therein will be used as a basis for evaluating his qualifications.

6. PROCEDURES

Promotion recommendations will be prepared on Standard Form 52, "Request for Personnel Action", in accordance with the instructions in Handbook [REDACTED]

7. EXCEPTIONS

Any exceptions to the policies, requirements or procedures in this Regulation will be requested of the Assistant Director for Personnel in a memorandum of justification attached to Standard Form 52. If the exception involves promotion to grades GS-14 or 15, the Standard Form 52 and the attached memorandum will be routed to the Assistant Director for Personnel through the appropriate Deputy Director, his designee or his Senior Career Service Board, for his indorsement. The Assistant Director for Personnel will finally approve or disapprove recommendations for exception, subject to the review only by the Director of Central Intelligence. Exceptions will be made only when it is clearly established that:

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- a. An employee was initially employed at a grade below that for which he was qualified; or
- b. An individual is properly qualified for promotion based partly on his experience prior to his entry on duty; or
- c. Such exception is necessary to recognize and utilize an employee's outstanding ability.

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